

Out goods check test regulation and report

Shipment inspection report							
Production batch		Product name /model					
Contract No		Customer order number					
Testing method: <input type="checkbox"/> Full inspection <input type="checkbox"/> and random inspection							
Storage quantity		check the quantity		defective rate		Pass rate	
AQL value		light defect		Heavy defect		Serious flaws	
Test items	Inspection standards		test result			Responsibility attribution	
Product Manual							
physical dimension							
color							
superficial situation							
safety							
structural							
Feature							

Description of inspection situation:	
Judgment record: <input type="checkbox"/> pass <input type="checkbox"/> or fail	Processing method: <input type="checkbox"/> Shipment <input type="checkbox"/> rework <input type="checkbox"/> other
Quality inspector: date:	

Establish a shipment inspection control program to ensure that the final inspection and test are carried out before the product leaves the factory, to determine that the product quality meets the customer's requirements, and to prevent the outflow of unqualified products.

1. Responsibilities

- 1) The quality department is responsible for the execution and result record of pre-shipment inspection of products, and is responsible for relevant inspection records of all technical requirements.
- 2) The R&D Engineering Department is responsible for the determination of inspection items and parameter values.
- 3) The marketing department is responsible for the inspection notice before the product is shipped.
- 4) The warehouse is responsible for the cooperation of product shipment inspection.
- 5) The production department is responsible for reworking and repairing unqualified products and implementing corrective measures as needed.

2. Inspection control process

1) Implementation of pre-storage/shipment inspection of products :

- ① After the assembly workshop of the production department completes the assembly, it first conducts internal self-inspection, mutual inspection, and re-inspection. After confirming that it is qualified, fill in the "Internal Inspection Application Form" and report to the quality department for inspection. (The content of the inspection application form should clearly reflect: model, name, inspection quantity, self-inspection signature of assembly staff, signature of re-inspection personnel, and specific inspection time)
- ② After receiving the "Internal Inspection Application Form" from the assembly workshop of the production department, the quality department first confirms that the model and quantity submitted for inspection are consistent with the shipping notice of the sales department.
- ③ The quality department will inspect the shipped products after confirming that the inspection information submitted by the production department is consistent with the shipping information.

④ The quality department should focus on testing the structure, function, system, etc. of the machine according to the parameters set in the standard documents.

⑤ When many bad problems are found during the inspection process and more than 3 low-level problems are found, the inspector does not need to re-inspect and can directly submit a refusal to the workshop supervisor of the production department, and at the same time make a bad mark to be dealt with.

⑥ The quality department refuses to inspect and has made a bad mark. Feedback the bad information to the production supervisor in time. The assembly supervisor of the production department or the production process personnel find the abnormal problem. The assembler of the machine requires immediate rework and re-inspection of the machine until the self-inspection and inspection. Then report to the quality inspection again.

⑦ After the quality department receives the second inspection report from the assembly workshop of the production department, it should focus on inspecting the reworked parts, and at the same time conduct debugging according to the factory parameter settings of the system to ensure that it is qualified, and finally record the inspection results in the "Product Inspection Report".

⑧ After the secondary inspection is passed and removed from the shelves, the quality department will also evaluate the packaging method according to the customer's distance and monitor the packaging requirements, and must meet the preventive effect on the damage factors caused by the machine during transportation.

⑨ Finally check whether the packaging used in the packaging meets the specification requirements, whether it is damaged, whether the shipping labels or warning signs are eye-catching, etc., and can only be shipped after all the work is completed.

⑩ Finally, the quality department has to follow the loading process and supervise the loading process to prevent damage.

2) Inventory delivery inspection implementation :

① After receiving the shipping notice from the sales department, the warehouse notifies the production department, requiring employees to resubmit the products to be shipped to the inspection area, hang the "waiting for inspection" sign for inspection, and report to the quality department for inspection.

② After receiving the notification from the warehouse for inspection, the quality department will bring relevant inspection documents and inspection record forms for full inspection.

③ If it is found during the inspection process that the customer calls for a change, the R&D and technical personnel of the technical department must go to the site to formulate a solution and follow up, and the production department must arrange personnel to fully cooperate and obey the deployment.

④ The quality department should record the changed content and results in the remarks column of the "Shipping Inspection Report", and the corresponding inspection guidance documents must be revised.

⑤ It is necessary to check whether the packing method and the items in the accessory package are complete; whether they are consistent with the packing list, and the content of the shipping label (including material code, posting location, etc.) must be checked at the same time.

⑥ Finally, the quality department has to follow the loading process and supervise the damage caused during the loading process.

3) Inspection preparation

① The Marketing Department notifies the Quality Department in advance to arrange inspectors to inspect the products according to the shipping date.

② The quality department notifies the warehouse to prepare for the cooperation and cooperation of the inspection before the inspection.

③ According to the content of the shipping notification and the notification time of the quality department, the warehouse moves the products to be shipped that need to be inspected to the inspection area, and hangs : "Pending inspection" sign.

4) Shipping inspection

The shipping inspector conducts a comprehensive inspection of the product according to the product process standards, relevant customer requirements and inspection specifications (operation instructions).

5) Inspection items

① Appearance inspection : Check whether there are scratches, scars, stains, water stains on the appearance of the product, whether the product is deformed, damaged, whether the accessories, components, parts are loose and fall off, the quantity does not match, and the configuration is wrong. Dimensional inspection: Check whether the product meets the specification, whether the size of the spare parts meets the requirements, and whether the size of the packaging material meets the standard.

② Functional property test : Check whether the physical and chemical properties of the product have changed, the degree of influence of the environment on the product, and whether there are functional problems such as water leakage and oil leakage.

6) Product packaging and label inspection

Whether the product packaging method, quantity, use of packaging materials, location of identification paper and written content are correct.

7) Unqualified judgment

According to the inspection data obtained from the process standards and relevant customer requirements, the inspector judges the unqualified problem, and if it cannot be judged, report it to the engineer and manager of the quality department for judgment, and determine the problem of the unqualified product and the handling opinion.

8) Judgment and identification of inspection results

① The shipment inspector judges whether the batch of products is qualified or not according to the confirmation result of the unqualified products.

- ② For qualified products, mark them at the designated position on the outer box.
 - ③ For unqualified products, inspectors will mark them as unqualified, and the quality department will organize the R&D engineering department, production department, and marketing department to hold an emergency meeting in a timely manner and draw up a treatment plan. The production department must promptly obtain the treatment plan Rework and repair products.
- 9) Disposal of unqualified products
- ① Rework and repair : The quality department issues a "Product Inspection Unqualified Form" based on the inspection results, and notifies the production department to rework and repair the unqualified products. The quality department follows up the implementation of rework and repair. After the rework and repair are completed, must It shall be re-inspected until it passes the re-inspection before shipment.
 - ② Scrap : For products that are judged to be seriously unqualified, the production department should fill in the "Scrap Application Form" in time to apply for scrapping, and the inspector is responsible for verifying and confirming the review and submitting it to the quality manager for approval. For scrapped products after approval, the application department and The workshop is scrapped.
- 10) After the inspection is completed, the quality inspector will sign and pass the quality inspection list before packing and shipping.